

LIBERTY HILL ECONOMIC DEVELOPMENT CORPORATION

MATCHING SIGN GRANT PROGRAM

STATEMENT

The Liberty Hill Economic Development Corporation (LHEDC) has established and funded the Matching Sign Grant Program for the City of Liberty Hill Highway 29 corridor. The program provides matching grant funds to **existing businesses and non-residential properties** within Liberty Hill and its extraterritorial jurisdiction (ETJ).

OVERVIEW

This program is designed to encourage physical improvements and commercial revitalization along our corridors while encouraging commitment to improve the overall aesthetics of Liberty Hill. *Generally, it encompasses street facing signage of income-producing non-residential businesses along Highway 29 (LHHS to Ronald Reagan), 1869 (29 to 183), 183 from (1869 South to Mourning Dove); other properties will be considered on a case-by-case basis. *The area designated in the downtown façade grant program is not eligible for this program.*

Grant funds are limited to a maximum of 50% or up to \$5,000 of the project cost. Eligible projects include new street facing sign installations, abandoned sign removal and illegal sign removal.

The LHEDC Matching Sign Grant Program is set up as a single payment reimbursement to property owners per building / business and in some situations tenants.

Grant funds will only be approved for new signs which are in alignment with the City's UDC. Any abandoned or illegal signs located on the property must be removed to be eligible for grant funds.

Matching grant funds are available on a first come, first serve basis until total funds for the cycle are depleted. The annual funding cycle begins October 1st of each year and ends September 30th of the following year in alignment with the EDC's fiscal year.

No grant will be awarded for work that has already been started, completed or for work covered by insurance. Application must be reviewed and approved before eligible work may begin.

If awarded a sign grant, any deviation from the approved grant project may result in total or partial withdrawal of the grant funds.

A LHEDC Sign Grant sign must be displayed in the recipient's storefront window for a minimum of three (3) months to publicly recognize the grant program.

QUESTIONS

Matching Sign Grant Application questions: Call LHEDC at 512-778-5449 x113

Building or sign permit questions: Call Planning Department at 512-778-5449 x105

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ELIGIBILITY GUIDELINES

All applicants are required to review the following items to ensure eligibility requirements are met.

Provide Drawings: All grant applications must include a scale drawing with the name of the project manager or contractor of the proposed grant work to be done. Include color or colors for the sign and materials to be used. Acceptable sign façade materials would include but is not limited to Rock, Stone or Stucco. The LHEDC does not dictate coloring for signs however the color(s) need to be conducive with other Highway 29 properties.

Approval Process & Eligibility:

- a) All sign grant projects must meet the UDC and permit requirements.
- b) Abandoned or illegal signs located on the property must be removed to receive grant funds.
- c) The LHEDC Board of Directors meets once a month and applicants may be requested to attend to answer questions regarding their grant application. Failure to attend an LHEDC Board meeting when requested shall be cause for rejection of the application.
- d) Notwithstanding anything stated in this application to the contrary, final approval for any grant shall be vested in the LHEDC Board of Directors.
- e) Only Applications properly and fully completed and will be considered. Incomplete applications may be returned with request for additional information.
- f) An Applicant who submits an application and is denied for a grant by the LHEDC Board is not eligible to re-submit a grant application for six (6) months from the denial date.
- g) Applicants who receive approval by the LHEDC Board are to commence construction as described in the application within sixty (60) days of the award date.
- h) Applicants must complete the construction described in the submitted application within three (3) months from the date the grant is approved by the LHEDC Board.
- i) If the Applicant is unable to complete the project within three (3) months of the award, the Applicant must submit a written request for extension of the completion date. However, the extension request MUST be made prior to the three (3) months' time limit. The LHEDC Board is not obligated to allow extensions but may do so for reasonable cause if so determined by the LHEDC Board.
- j) An extension, if granted, will be for the term and conditions determined exclusively by the LHEDC Board. An extension denial cannot be appealed and will be final.
- k) The LHEDC Board shall have sole discretion in awarding grants. There is no proprietary right to receive grant funds.
- l) The review criteria may include, but is not limited to, compatibility, materials, colors, streetscape objectives and overall revitalization impact of the Highway 29 corridor.
- m) Applicant is to provide photographs of the project site as part of the application request and also after the project is completed, as a condition of final grant funding.
- n) Applicant is required to obtain applicable City permits and City approvals required for the construction if a grant is awarded.
- o) No Applicant, nor Applicant agent, representative or tenant shall be entitled to receive grant approval on the same property if requested within three (3) years from the date a previous grant was awarded by the LHEDC Board.
- p) When the entire grant project has been satisfactorily completed and reviewed, the applicant will present the LHEDC Board with copies of paid invoices, including copies of cancelled checks and/or credit card receipts, for a single payment reimbursement of the approved funding.

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APPLICATION

Return the completed application with necessary attachments and signatures to City Hall (926 Loop 332) **no later than 12:00 PM (noon) on the first business day of the month.**

Applicant Name: _____

Date: _____

BusinessName: _____

Mailing Address: _____

Contact Phone: _____ Email: _____

Building Owner (if different from applicant): _____

Physical Building Address: _____

Provide project details for Matching Sign Grant: (Attach list of materials and colors to be used, sign design, as well as photographs of the project site).

Provide a list of Contractors, Proposals and Total Amounts (please attach original bids):

- **Self-contracted Work**: Reimbursement is for actual expenses; excluding labor for self-contracted work.
- **Construction Bids**: Construction bids submitted by an Applicant must be current and dated no earlier than thirty (30) days prior to the request.
- Bids need to be itemized in a manner that allows the LHEDC Board to determine bid components.

TOTAL COST OF PROPOSED PROJECT: \$ _____

GRANT AMOUNT
REQUESTED (50% or up to \$5,000 MAX): \$ _____

DATES TO REMEMBER:

- Work must commence 60 days after final approval.
- Work must be completed 3 months after final approval.

APPLICANT'S SIGNATURE & DATE

Signature: _____

Date: _____

LHEDC BOARD REVIEW

SIGNATURE & DATE

Signature: _____

Date: _____

Amount Recommended: \$ _____

☐ Approved

☐ Rejected

CITY COUNCIL REVIEW

SIGNATURE & DATE

Signature: _____

Date: _____

Amount Granted: \$ _____

☐ Approved

☐ Rejected

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AGREEMENT

Return the completed Agreement with necessary attachments and signature to City Hall at 926 Loop 332.

I have met with (names) _____ and fully understand the Matching Sign Grant program established by the LHEDC Board. I intend to use these grant funds for the aforementioned renovation project(s) in support of the City's Highway 29 corridor revitalization efforts. I have not received, nor will I receive, insurance monies for this revitalization project.

I have read the Matching Sign Grant Introduction, Eligibility Guidelines, Application and Agreement.

I understand that if I am awarded a Matching Sign Grant, any deviation from the approved project may result in partial or total withdrawal of the grant. Further, I understand the materials and processes involved and have been given an opportunity to ask questions regarding the grant program. If the sign is altered for any reason within six (6) months from construction, I may be required to reimburse the EDC immediately for the full amount of any funds from the Matching Grant.

Business Name _____

APPLICANT

Signature: _____

Print Name: _____

Date: _____

BUILDING OWNER'S SIGNATURE (IF DIFFERENT FROM APPLICANT)

Signature: _____

Print Name: _____

Date: _____

EDC BOARD (REPRESENTATIVE)

Signature: _____

Print Name: _____

Date: _____

CITY COUNCIL (REPRESENTATIVE)

Signature: _____

Print Name: _____

Date: _____